

BLAIRE R. SARMEN
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November 2, 2024

HONEY SOFIA V. COLIS
Director, HRMO
Visayas State University
Baybay City, Leyte

Dear **Ms. COLIS**:

Greetings!

A woman with high regard for this establishment and with an earnest desire to serve in full capacity is applying for the position of **Science Research Specialist I** with the Plantilla Item No. SRAS1-8-1998 within the esteemed Visayas State University for which you believe my qualifications align.

I am excited to explore the possibility of employment in this reputable university, especially with the work load related to research.

I am Blaire R. Sarmen, a graduate from the same university with a degree in Marine Biology.

I am confident that my transferable skills, qualities and eagerness to learn make me a strong candidate for this position. I guarantee you that I would not only meet but exceed expectations, contributing positively to your company as a valuable asset.

I am computer literate and am confident that I am knowledgeable to use the Microsoft apps (i.e., Word, Excel, Powerpoint). I can work with less supervision and can handle pressure without affecting my profession. I could be one of the best assets that this institution is looking for. I am optimistic that all my qualifications would meet all your standards for hiring.

Thank you for considering my application and I hope for a favorable response. Good day!

Respectfully Yours,



BLAIRE R. SARMEN